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Functions of the Chief of Programs and Planning (Provisional)

1. Purpose: To advise and assist the Assistant Director and his Staff in the formulation and establishment of OPC plans and policies and in the application of such plans and policies to operational programs.

2. Major Functions: The Chief of Programs and Planning is the principal staff assistant on matters of policy, and the coordination and planning of operational programs from inception to consummation. In order to discharge his responsibility he shall:

a. Formulate and recommend the establishment of OPC substantive plans and policies. This includes formulation of initial concepts; conduct of basic research; development of programs; establishment of priorities, phasing and staff requirements; measuring operational actions and results against policy requirements, and recommending appropriate action.

b. Establish and maintain effective liaison with U. S. Governmental agencies which provide policy guidance to OPC, and with non-governmental and foreign agencies and individuals when appropriate.

c. Coordinate with the Chief of Operations and the Chief of Support in the development and execution of operational projects.

d. Prepare budgetary estimates and recommend the allocation of funds for OPC Programs and Planning.

e. Formulate and develop mobilization plans for all components and functions of the Programs and Planning Division.

f. Initiate, support, and conduct research and development to implement plans and programs.

g. Accumulate, evaluate, and disseminate to appropriate OPC Units special intelligence materials pertinent to their responsibilities.

h. Serve as a member of the OPC Coordinating Committee.

3. Organization: The Programs and Planning Division consists of Chief of Programs and Planning, Deputy Chief, Deputies for Staffs I, II, and III, and the Executive Officer with their respective organizational units.

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DISTRIBUTION: A

13 December 1949

File: 2.0045 (Remove and Destroy File 2.0045 dated 10 May 1949 and File 2.00454 dated 15 June 1949)

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Functions of the Chief, [REDACTED], Staff I, PPD

1. Purpose

To advise and assist DS II on substantive planning matters involving the laying on of OPC activities within Area F or such activities that concern two or more area branches within Staff II.

2. Major Functions 25X1A

The Chief, [REDACTED] shall be responsible for the following functions:

a. Direct, coordinate, supervise and administer the activities of the area branch.

b. Serve as a focal point for PPD for all matters concerning his area of responsibility regarding coordination and integration of substantive plans and projects, and as a source of information to other area branches.

25X1A

25X1A c. In consonance with OPC policy as interpreted by [REDACTED] and techniques developed by [REDACTED], coordinate and prepare completely integrated substantive plans and projects appropriate to his area responsibility.

d. Assign plans officers as required for the development, coordination and preparation of substantive plans and projects.

25X1A

e. Direct requests through [REDACTED] to [REDACTED] for technical advice and authoritative guidance and for the preparation of appropriate functional annexes governing the application of each of the functional programs.

25X1A

f. Establish and maintain appropriate liaison necessary to accomplish his mission.

g. Supervise the preparation and dissemination of area research data of interest to OPC.

h. Maintain cognizance of current developments within the area of his responsibility as they affect OPC activities, and disseminate to the appropriate units of PPD via [REDACTED] such data concerning them as is appropriate.

25X1A

i. Maintain a continuous review of all plans, projects, planning documents, and annexes thereto.

j. Recommend initiation, revision, adjustments, and termination of area substantive plans and projects.

3. Organization

25X1A Area [REDACTED] consists of a Chief, Staff Officers and clerical personnel.

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FUNCTIONS OF CHIEF, [REDACTED]

1. Purpose: To serve as the principal staff adviser concerning PB I activities.

2. Major Functions: The Chief, [REDACTED], under the general direction of DS-III, shall:

25X1A a. Formulate and develop broad functional concepts to form the basis of covert [REDACTED] activity in consonance with official United States policy; recommend the relative emphasis and phasing of such activities.

25X1A b. Prescribe and direct research studies, and collection of materials, necessary to proper discharge of assigned [REDACTED] responsibilities.

c. As directed, develop and prepare annexes concerning covert [REDACTED] activities for integration into area war plans, area master plans, and substantive plans and projects.

25X1A d. Act as special staff adviser to and maintain working relationships with other elements of the office (especially [REDACTED] in order that area master plans, as well as substantive plans and operations, will reflect [REDACTED] techniques and recommendations.

25X1A e. Formulate and develop policies and techniques for the application of [REDACTED] measures to targets and objectives as directed by proper authority or for approval by proper authority.

f. Conduct a continuous review of area master plans to insure that contemplated action in the field of [REDACTED] activities is consistent with approved policies and desired objectives.

g. Effect liaison with other government, civilian, and foreign government agencies as may be necessary in accordance with prescribed liaison procedures.

h. Conduct basic research for the development of functional concepts, doctrine, and techniques appropriate to the conduct of covert [REDACTED] activities.

i. Collate data and publish manuals governing the application of functional concepts, doctrines and techniques in the [REDACTED] field.

3. Organization: [REDACTED] shall consist of the Chief of the Program Branch, staff officers and clerical personnel.

25X1A

*draft - dtd May 1950  
Cover sheet dtd May 50  
return by 8 May 50*

*note on cover sheet: Assume  
the same name as [REDACTED]  
under [REDACTED]*

25X1A

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1. Purpose

25X1A

To serve as the principal staff advisor concerning [REDACTED] activities.

2. Major Functions

25X1A

25X1A

The Chief, [REDACTED], under the general direction of [REDACTED] shall:

25X1A

a. Formulate, develop, and recommend over-all national covert policy insofar as this comprises decisions on research, use of techniques, and program planning for field operations. This involves the following activities:

25X1A

(1) Research planning and action for [REDACTED] support will include the direction of research studies within [REDACTED] the planning and direction of research studies subsidized outside OPC, the writing and dissemination of EEF's to appropriate governmental agencies for the collection of intelligence and the rapid dissemination of analyzed and evaluated information to the planning and operations staffs.

25X1A

25X1A

(2) Use of all covert [REDACTED] techniques will be coordinated by the Chief, [REDACTED]; will be proposed by him to [REDACTED] and CPP; and will be applied to time-space requirements.

25X1A

25X1A

(3) Program planning will include the initiation of specific action proposals to [REDACTED] the consideration of planning proposals forwarded from Staff II, and consultation and coordination of all other covert [REDACTED] programming.

25X1A

25X1A

b. As directed, develop and prepare functional plans concerning covert [REDACTED] activities for integration into area war plans, area master plans, and substantive plans and projects.

25X1A

c. Review programs, area master plans, and research within the covert [REDACTED] field to ensure that contemplated action is consistent with approved policies, desired objectives, and is effective toward the basic aims of [REDACTED].

25X1A

d. Establish and maintain liaison and coordination with planning, programming, and operations of overt information services of the U.S. Government.

25X1A

e. Formulate and develop policies and techniques for the application of [REDACTED] measures to targets and objectives as directed by proper authority or for approval by proper authority.

f. Collate data and publish manuals governing the application of functional concepts, doctrines and techniques in the PB II field.

3. Organization

[REDACTED] shall consist of the Chief of the Program Branch, Staff Officers, and clerical personnel.

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DISSEMINATION: A

28 April 1950

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25X1A

Functions of Chief, [REDACTED]

1. Purpose

25X1A

To serve as the principal staff adviser concerning activities.

2. Major Functions

25X1A

25X1A

The Chief, [REDACTED], under the general direction of [REDACTED] shall:

25X1A

a. Conduct basic research for the development of functional concepts, doctrine, and techniques appropriate to the conduct of covert activities essential for the accomplishment of the OPC mission.

b. Develop, formulate, and recommend concepts, doctrines, and techniques appropriate to the conduct of clandestine operations in order to make them more effective with respect to [REDACTED] objectives. 25X1A

25X1A

c. Act as special staff adviser to and maintain working relationships with other elements of OPC (especially [REDACTED]) in order that area master plans, as well as substantive plans and operations, will reflect [REDACTED] techniques and recommendations. 25X1A

25X1A  
d. As directed develop and prepare functional plans respecting covert activities for integration into area war plans, area master plans, and substantive plans and projects.

e. Conduct liaison, as required, with other government, civilian or foreign agencies in accordance with prescribed liaison procedures.

f. Collate data and publish manuals governing the application of functional concepts, doctrines and techniques in the [REDACTED] field. 25X1A

3. Organization

25X1A

[REDACTED] shall consist of the Chief of the Program Branch, Staff Officers, and clerical personnel.

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